

## ***CIO Council Meeting Minutes***

**January 27, 2005, 2004**

The regular January meeting of the Iowa CIO Council was held at the Grimes Building Conference Room from 1:00 – 3:00 p.m.

1. **Welcome and Introductions** – Judy Peters welcomed everyone to the meeting.

2. **EIP**

A revised draft of the EIP planning document will be posted on the EIP Web site later today or tomorrow. John Gillispie met with the Governor's office Monday to share the executive summary, governance information and to discuss remaining issues. The process will be moving forward. Code changes will be pursued to implement the Technology Governance Council (TGC) and the Joint Council of Chief Information Officers (JCCIO). Work will be needed to create the councils so they are exempt from the requirements of section 69.16. The TGC will be made up of department directors, deputy directors, chief financial officers, or others representing the business focus. The JCCIO will represent the technology focus. The JCCIO will have voting representatives from 11 agencies: the six large agencies will each have a voting member; the next five (in terms of technology spending) will select one voting member.

The JCCIOs have met twice. They will be working on an enterprise purchase of PCs and plan to seek bids on or about March 31 for the PC purchases for all of next year. Departments will be asked to submit their PC purchase specifications and commitments to determine enterprise specifications and quantities.

The CIO Council will continue. The Council will be advisory to the JCCIOs and will staff subcommittees. The CIO Council will also remain a forum for information sharing.

Data center discussions are starting with mainframes. Lease arrangements for the mainframes will be renewed soon and pricing will be based on usage rather than MIPS.

The JCCIO will be creating utility services. Smaller agencies can do what they have always done until utilities are created or they can participate in enterprise activities. Reports of enterprise activities that are provided to the Governor and the legislature will include information about which agencies are participating.

As the utility services are created, some staff may move from departments to staff the utility services. For now, people will not move. The service matrix will show utility services where they are best created. Utilities may be provided through an agency other than ITE in order to leverage funding.

Members of the JCCIO will remain in the departments. They will not be moved to an overarching entity. Agencies are responsible and accountable for compliance with architecture, standards, etc.

An applications inventory and applications review process will promote applications synergy. Project approval through the JCCIOs will be required for projects of >\$50,000 or 750 hours.

The TGC will publish an annual report to the legislature.

Watch the activities on the EIP Web site. Watch legislative activity for statutes and bills relating to this process.

JCCIO meetings are generally Thursday morning 8 am to 11 am, except CIO Council days.

### **3. Chief Information Security Office**

Greg Fay sent an email on January 13 with the subject "Technical Security Training Support" offering opportunities to apply for training classes. Contact Greg right away to apply for training funds. Courses shown in the email are suggestions; others might also qualify for funding assistance.

Contact the CISO with project ideas for vulnerability testing or special projects.

The CISO will be revisiting contact names. They would like the agency security officer to be the contact person.

The security policy will be distributed to the departments by the DAS director, probably tomorrow. Greg provided a handout "Moving toward compliance". Greg will also send to the CIO Council email list a worksheet put together by IWD showing steps in the security plan. Agencies may find this helpful in planning their compliance efforts. Use of the worksheet is not required.

Note that it is important to move toward compliance. However, there are several processes and procedures that will be developed over time.

The CIO Security Committee chaired by Larry Grund meets the second Monday of the month in the afternoon for a couple hours. The subcommittee has been helping with CISO initiatives before funding runs out April 30.

Greg is willing to schedule conversations with agencies. A two-hour session would review last year's questionnaire and gather information to update the survey, as well as start discussions about risk assessment and risk measurement.

### **4. State Records Retention Update**

Rich Jacobs reported on three main topics related to the state records commission: (1) email retention; (2) records management software; and (3) the move of the state records center.

Email and other electronic records will be the focus of a re-draft of the state records commission's administrative rules regarding their handling and retention. John Gillispie gave a presentation to the department directors about the features and capabilities of KVS to manage and archive email. John thinks requirements will soon demand retention in electronic format. Model One email customers who have purchased email services from ITE already have the service. Kevin Miller presented information about the KVS system at the January Network Administrators Group (NAG) meeting.

Through some private funding, an RFP was issued to get records management software for the state records center. DNR is the pilot agency for testing a Web-based system to handle records management functions. The system will have the capability to print bar codes, etc.

The state records center will be moving to Scott St. into a renovated grocery warehouse.

**5. CIO Subcommittee Discussion**

**Security and Continuity of Operations Committee:**

The committee will continue to meet about processes. The committee will be happy to have more CIOs and more technical staff participate. Contact Larry Grund to find out more about meeting times.

**Strategic Planning and Architecture (SPAC):**

The committee will meet today after the CIO Council meeting. They are looking at standards, prioritizing them for review, and tying them to early wins for EIP. Some will be top priority (hardware, PC standards); some will be 2<sup>nd</sup> and 3<sup>rd</sup> tier. The committee will draft revisions and have workgroups put them into the standards process for revision. Nothing has been done on architecture yet. They are looking at the project management processes. A recent Webinar about the Kansas architecture system provided valuable insights.

**Education and Emerging Technologies Committee:**

The EETC met Tuesday. The security awareness training pilot will be March 3, the actual training rolled out later in March. Agencies interested in hosting training for their staff should contact Brett Voorhees.

The February committee meeting will be with Microsoft to discuss the enterprise agreement and other licensing issues. Steve Gast, Steve Mosena, Judy Peters from the JCCIOs are looking at the Microsoft agreement. They will coordinate with Laura about the February EETC committee meeting. The EETC is looking for direction from the CIO Council.

After discussion among the Council, some CIOs will be working with the EETC to set up a mini tech fair about GIS.

**Communications:**

The communications committee has suspended meetings. The revised CIO Council Web site is nearly ready to go live. Margaret Munson will send a note when the change occurs. Thanks to Darrell Fremont the work he has done on the site.

**6. General Discussion**

Rich Jacobs reported that Revenue has information to share about Business Objects/Crystal Reports. Contact Revenue or CJJP if interested in the Teradata data warehouse.

Judy Peters asked that anyone with items for the agenda for upcoming CIO Council meetings forward those to her.

The next meeting is scheduled for February 24, 2005.

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January 27, 2005

Page 4 of 4

## Attendees of the January 27, 2005 CIO Council Meeting

Last Name	First Name	Agency
Anthony	Dale	DPH
Davis	Harry	SOS
Erickson	Erwin	Auditor
Gast	Steve	DOT
Gillispie	John	DAS
Grund	Larry	DPS
Hellstern	Robert	IVH
Jacobs	Richard	IDR
Martin	Pat	TOS
Messer	Adam	CSAC
Munson	Margaret	IUB
Murphy	Larry	Judicial
Naples	JoAnn	DNR
Nicoll	Steve	DVRS
Noland	Julie	IFA
Peters	Judy	IWD
Quinn	Lesa	DPD
Roeder-Grubb	Laura	Human Rights
VandeWall	Kevin	DOC

### Others Attending:

Last Name	First Name	Agency
Bacino	Mike	ICN
Fay	Greg	DAS
Groner	Phil	ICN
Stratemeyer	Carol	DAS
Tritch	Lorrie	DAS